

Adding Student Photos to Class Rosters, Attendance and Seating Charts

- 1) Select a class from the drop-down menu
- 2) Under the "Instruction" tab on the left, click on "Admin", and select "Seating Chart Setup"
- 3) Set up a seating chart using the drop-down menus (or choose one of the Auto Fill options), and then hit "Save"
- 4) Click on "Print Options", and check the box next to "Print students' pictures" (you can adjust the size of the pictures using the drop-down menu labeled "Picture height")
- 5) When you hit "Print", a new window will appear in your browser to print and/or save the seating chart
- 6) Unfortunately, you have to go through all these steps for each class - so back to Step 1 for the next class

If you'd like the seating chart and/or student pictures to appear when taking attendance, then:

- 1) Select a class from the drop-down menu
- 2) Under the "Instruction" tab on the left, click on "Admin", and select "Preferences"
- 3) Check the box(es) next to "Show Student Pictures" and/or "Use Seating Chart for Attendance" and hit "Save"
- 4) Go back to Step 1 for the next class